




**Santa Cruz Consolidated  
Emergency Communications Center**

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**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

<b>Policy No.</b> 1220	<b>Date Issued:</b> February 17, 1994
<b>Section:</b> 1000 – Personnel Policies	<b>Date Revised:</b> February 26, 2009
<b>Accreditation Standards:</b>	
<b>SUBJECT: HOLIDAYS</b>	
<b>APPROVED:</b> _____	
Board Chairperson	

- 1.0 The following are designated as fixed holidays off with pay and considered no work days for full time, administratively assigned and/or non-dispatch personnel (totaling 104 hours per year):
  - 1.1 January 1 (New Year's Day)
  - 1.2 Third Monday in January (Martin Luther King's Birthday)
  - 1.3 Lincoln's Birthday (Floating 8 hours)
  - 1.4 Third Monday in February (Presidents' Day)
  - 1.5 Last Monday in May (Memorial Day)
  - 1.6 July 4 (Independence Day)
  - 1.7 First Monday in September (Labor Day)
  - 1.8 November 11 (Veterans Day)
  - 1.9 Thanksgiving Day
  - 1.10 Friday following Thanksgiving Day
  - 1.11 December 24 (Christmas Eve)
  - 1.12 December 25 (Christmas Day)
  - 1.13 December 31 (New Years Eve)
- 2.0 Fixed holidays falling on a Saturday will be observed on the Friday prior to the holiday.
- 3.0 Fixed holidays falling on a Sunday will be observed on the Monday following the holiday.

- 4.0 Full or part time, administratively assigned, and/or non-dispatch personnel shall be scheduled off on fixed holidays and their pay for such holiday will be calculated on a pro-rata basis according to the number of annual hours scheduled.
- 5.0 The following holiday provisions shall apply to unrepresented employees assigned to the Operations Division and not covered under paragraph 1. above:
  - 5.1 Full-time employees shall receive one hundred and four hours (104) per year off in lieu of holidays.
    - 5.1.1 Management employees shall be authorized payment at the manager's regular rate of pay for all unused holiday hours at the end of each calendar year.
  - 5.2 Part-time employees shall receive hours off per year in lieu of holidays on a pro-rata basis according to the number of annual hours scheduled.
- 6.0 Holiday provisions for represented employees are set forth within the Memorandum of Understanding.
- 7.0 To qualify for paid holiday hours off, an employee must be on paid status on his/her last scheduled workday before the fixed or scheduled holiday and his/her first scheduled workday after the holiday.
- 8.0 Any employee, who is on authorized sick leave or on a scheduled and approved vacation when a holiday occurs, will receive pay for the holiday and will not have their sick leave or vacation accrual charged for the holiday.
- 9.0 Notwithstanding the foregoing, employees may be assigned to work on a fixed or scheduled holiday, in which case:
  - 9.1 Any such non-exempt employee will, in addition to holiday pay, be compensated therefore at the overtime rate of pay or receive equal compensating time-off for all time worked on such day pursuant to Policy No. 1230, Overtime.
  - 9.2 Any manager shall be authorized payment at the manager's regular rate of pay for all unused annual holiday hours at the end of each calendar year.